
CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT, WESTERN DISTRICT OF TENNESSEE

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ANNOUNCEMENT NO.: 04-01 **DATE:** February 6, 2004
NO. OF VACANCIES: ONE
POSITION TITLE: *Financial Clerk*

SUBMIT RESUMES TO: Clerk's Office, U.S. District Court **CLOSING DATE: 02/20/04**
167 N Main, RM 242
Memphis, TN 38103

NOTICE OF VACANCY

Under the supervision of the Finance Administrator, the Financial Clerk provides support for the financial operations of the clerk's office and maintains required accounting records. Additional duties include receiving and reviewing payment vouchers; entering data into automated check writing/accounting program and other systems; maintaining accounting records via data entry, performing trial balances and reconciling accounts through automated systems and filing.

Qualifications:

To qualify for this position, a person must be a high school graduate or equivalent (bachelor's experience preferred) and must have the following experience:

<u>QUALIFICATIONS</u>				
Classification Level	EDUCATION	Years of experience		Hiring Salary
		General	Specialized	
CL 23	High School graduate	2	0	* \$25,947
	(Bachelor's Degree preferred)	2	1	*\$26,218 - \$32,447

* Salary will be based upon experience.

NOTE: One year of the required specialized experience must have been at, or equivalent to, the next lower grade in the federal service.

APPRENTICESHIP: This is an "AT WILL" appointment. Appointee subject to ONE year apprenticeship. Appointee may be removed from this position for failure to perform at a satisfactory level following reasonable on-the-job training.

General Experience:

Responsible clerical or administrative experience which provided a knowledge of office clerical practices such as filing, telephone usage, typing, record keeping, sorting, distributing mail and operating a ten key adding machine by touch.

Specialized Experience:

Clerical or administrative experience related to the position of Financial Clerk, which provided a knowledge of the rules, regulations, terminology, etc., of the area of finance, particularly as related to the courts. Experience in an accounting office in private industry would be appropriate specialized experience.

NOTE: Experience in the clerk's office may be substituted for specialized experience on a year for year basis for lateral reassignment.

The United States District Court for the Western District of Tennessee is a federal trial court with jurisdiction over 22 counties in the western part of the state, all but two of which are located between the Tennessee and the Mississippi Rivers. The district is divided into two divisions; the Western Division, located in Memphis, the District's headquarters, and the Eastern Division, located in Jackson, Tennessee.

Employment in the federal judiciary offers benefits to full-time employees which include:

- 10 paid holidays per year
- vacation time, depending on length of service
- paid sick leave
- medical and life insurance options
- federal employee retirement plan and 401k plan

INTERESTED PARTIES MUST SUBMIT RESUMES TO THE PERSONNEL SPECIALIST PRIOR TO CLOSE OF BUSINESS OF THE CLOSING DATE FOR CONSIDERATION. SUCCESSFUL APPLICANTS ARE SUBJECT TO NCIC RECORDS CHECKS

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER